

# COMMUNITY DEVELOPMENT – PLANNING

## Planning Application Form / Checklist



APPLICATION REQUEST													
Highlight columns applicable to project. When multiple requests are submitted at once for a single project, do not provide duplicate drawings.													
REQUIRED ITEMS	Historic Pres.	Zoning	PAD	Subdivision/ Condo	General Plan	Development Plan Review					Use Permit	Variance	Other
						New Dev	Bldg Add	Ext Mod/ Bldg Color	Lndscp/ Site Mod	Sign			
Project Submittal Form	1	1	1	1	1	1	1	1	1	1	1	1	
Project Data & Owner Authorization Form	1	1	1	1	1	1	1	1	1	1	1	1	
Letter of Explanation	1	1	1	1	1	1	1	1	1	1	1	1	
Neighborhood Meeting Requirement	1	1	1		1							1	
Ownership/Tenant List	1	1	1		1						1	1	
Affidavit of Public Notification	1	1	1		1						1	1	
Subdivision / Condo Plat 24"x36"				1									
11"x17"				1									
8.5"x11"				1									
Site Plan (fully dimensioned) 24"x36"		2	2			2	2		2		*	*	
11"x17"		1	1										
8.5"x11"	1	1	1			1	1	1	1	1	1	1	
Building Elevations (black/white) 24"x36"			2			2	2	1			1		
11"x17"			1			1	1						
8.5"x11"			1			1	1	1		*	1	1	
Building Elevations (color) 24"x36"													
11"x17"						1	1	1					
8.5"x11"						1	1	1		1			
Building Sections (in two directions) 24"x36"						1	1						
11"x17"													
8.5"x11"						1	1	*					
Floor Plans 24"x36"			1			1	1						
11"x17"			1										
8.5"x11"			1			1	1			*	1		
Landscape Plan (plant legend and sizes) 24"x36"			2			2	*		2				
11"x17"			1			1							
8.5"x11"			1			1	*		1				
Preliminary Grading & Drainage 24"x36"			2			2			1				
11"x17"			1										
8.5"x11"			1			1			1				
Photometric Plan w/ 50% screened landscape plan						1	1		*				
Sign Drawings (details & sections)										2			
Material Sample Board 8.5"x14"x1" max size						1	1	1	*				
General Plan Map 8.5"x11"					1								
Photographs/Graphics	*	*	*	*	*	*	1	1	*	*		*	
CD of electronic drawings (PDF format)		1	1	1	1	1	1	*	*	*	*	*	
Legal Description (text format)	1	1	1	1	1								
Telecommunications forms:											*		
Other:				**									

\* Items may be required depending on scope of work.

\*\*Title report required.

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PROJECT DATA		
	EXISTING/REQUIRED	PROPOSED
ZONING:		
GENERAL PLAN: PROJECTED LAND USE		
GENERAL PLAN: PROJECTED DENSITY		
GROSS SITE AREA (INCLUDES R/W NOT DEDICATED)		
NET SITE AREA (EXCLUDES R/W TO BE DEDICATED)		
NUMBER OF TOTAL LOTS		
NUMBER OF TOTAL UNITS		
NUMBER OF TRACTS		
DENSITY: (RESIDENTIAL ONLY)		
BUILDING LOT COVERAGE:		
LANDSCAPE PERCENTAGE ON SITE		
BUILDING NET AREA		
BUILDING HEIGHT		
SETBACK: FRONT YARD		
SETBACK: SIDE YARD		
SETBACK: STREET SIDE YARD		
SETBACK: REAR YARD		

PARKING DATA			
	PROPOSED USE	SF OF USE	# OF SPACES REQUIRED
BUILDING USE:			
BUILDING USE:			
BUILDING USE:			
	BEDROOMS PER UNIT	# OF UNITS	# OF SPACES REQUIRED
RESIDENTIAL ONLY – BUILDING:			
RESIDENTIAL ONLY – BUILDING:			
RESIDENTIAL ONLY – BUILDING:			
	REQUIRED	PROPOSED	
TOTAL PARKING: CARS			
TOTAL PARKING: BICYCLES			

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REQUIRED*	PROPERTY OWNER INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
PHONE:				
FAX:				
EMAIL:				

If Property Owner identified above is not representing this case or is not the applicant identified on the Project Submittal Form, the Property Owner(s) is **required** to sign the authorization statement below or submit a written statement authorizing the applicant to file the request(s).

### PROPERTY OWNER AUTHORIZATION

I hereby authorize \_\_\_\_\_ (applicant business name/contact name)  
to process this application with the City of Tempe

\_\_\_\_\_  
Property Owner's Signature

Required if Property Owner is different than Business Owner	BUSINESS OWNER INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
PHONE:				
FAX:				
EMAIL:				

Required if Business Owner is different than Applicant	APPLICANT INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
PHONE:				
FAX:				
EMAIL:				

REQUIRED SIGNATURE	
<p>I, _____, agree that all items required for formal submittal as noted on page 1 have been submitted and is complete. If the submittal is incomplete in any respect, I understand there will be a delay in processing.</p>	<p>_____ Applicant Signature</p> <p>_____ Date</p>